

Classification: UNCLASSIFIED

Caveats: NONE

Please issue the attached notice to all federal technicians; and those state employees funded by the NGB Cooperative Agreement. Supervisors should keep the original and employees should make a copy of the signed letter. Supervisors, please route a signed copy of each acknowledgement through the Chain of Command to COL Russell Johnson (Army) or CMSgt Tammy Ladley (Air).

Departure: Upon completion of time cards and acknowledgement of furlough notice, employees should close down their workspace and depart by NLT noon today

Instructions for time card submittal:

1. State employees: Code time card with ACT (actual time) that was worked today, and code LWF (leave without pay, furlough) for the remaining hours scheduled within the pay period. Time cards will be adjusted if employees return to work within the pay period.

2. Federal employees: Timesheets need to be completed in accordance with instructions sent yesterday.

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